

**Occupational Employment Projections, Year 2002 Projected to Year 2012  
Jones County Community College District**

Standard Occupational Classification (SOC)		2002 Employment	2012 Projected Employment	Projected Employment Growth 2002 to 2012		Total Projected Avg. Annual Job Openings
Code	Occupation			Number	Percent	
<b>43-0000</b>	<b>Office and Administrative Support Occupations</b>	<b>8,960</b>	<b>9,440</b>	<b>480</b>	<b>5.4%</b>	<b>280</b>
<b>43-1000</b>	<b>Supervisors, Office and Administrative Support Workers</b>	<b>660</b>	<b>700</b>	<b>40</b>	<b>6.1%</b>	<b>20</b>
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	660	700	40	6.1%	20
<b>43-2000</b>	<b>Communications Equipment Operators</b>	<b>150</b>	<b>110</b>	<b>-40</b>	<b>-26.7%</b>	<b>5</b>
43-2011	Switchboard Operators, Including Answering Service	80	80	0	0.0%	0
43-2021	Telephone Operators	70	40	-30	-42.9%	0
<b>43-3000</b>	<b>Financial Clerks</b>	<b>1,830</b>	<b>1,990</b>	<b>160</b>	<b>8.7%</b>	<b>65</b>
43-3011	Bill and Account Collectors	170	210	40	23.5%	5
43-3021	Billing and Posting Clerks and Machine Operators	170	180	10	5.9%	5
43-3031	Bookkeeping, Accounting, and Auditing Clerks	910	960	50	5.5%	25
43-3051	Payroll and Timekeeping Clerks	140	140	0	0.0%	5
43-3061	Procurement Clerks	40	40	0	0.0%	0
43-3071	Tellers	410	460	50	12.2%	25
<b>43-4000</b>	<b>Information and Record Clerks</b>	<b>1,490</b>	<b>1,700</b>	<b>210</b>	<b>14.1%</b>	<b>60</b>
43-4021	Correspondence Clerks	10	0	-10	-100.0%	0
43-4031	Court, Municipal, and License Clerks	110	120	10	9.1%	5
43-4051	Customer Service Representatives	370	450	80	21.6%	15
43-4061	Eligibility Interviewers, Government Programs	200	190	-10	-5.0%	5
43-4071	File Clerks	90	90	0	0.0%	5
43-4081	Hotel, Motel, and Resort Desk Clerks	40	50	10	25.0%	5
43-4111	Interviewers, Except Eligibility and Loan	70	90	20	28.6%	5
43-4121	Library Assistants, Clerical	10	10	0	0.0%	0
43-4131	Loan Interviewers and Clerks	40	40	0	0.0%	0
43-4141	New Accounts Clerks	50	50	0	0.0%	0
43-4151	Order Clerks	70	60	-10	-14.3%	0

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43-4161	Human Resources Assistants, Except Payroll and Timekeeping	60	70	10	16.7%	0
43-4171	Receptionists and Information Clerks	330	430	100	30.3%	15
43-4181	Reservation and Transportation Ticket Agents and Travel Clerks	10	10	0	0.0%	0
43-4999	Misc. Financial, Information, and Record Clerks	40	50	10	25.0%	0
<b>43-5000</b>	<b>Material Recording, Scheduling, Dispatching, and Distributing Workers</b>	<b>1,950</b>	<b>2,000</b>	<b>50</b>	<b>2.6%</b>	<b>65</b>
43-5021	Couriers and Messengers	90	90	0	0.0%	0
43-5031	Police, Fire, and Ambulance Dispatchers	70	70	0	0.0%	0
43-5032	Dispatchers, Except Police, Fire, and Ambulance	100	110	10	10.0%	5
43-5041	Meter Readers, Utilities	50	40	-10	-20.0%	0
43-5051	Postal Service Clerks	30	40	10	33.3%	0
43-5052	Postal Service Mail Carriers	200	210	10	5.0%	5
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	30	30	0	0.0%	0
43-5061	Production, Planning, and Expediting Clerks	100	120	20	20.0%	5
43-5071	Shipping, Receiving, and Traffic Clerks	340	360	20	5.9%	10
43-5081	Stock Clerks and Order Fillers	820	810	-10	-1.2%	30
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	90	110	20	22.2%	5
43-5199	Misc. Material Recording, Scheduling, Dispatching, and Distributing Workers	30	30	0	0.0%	0
<b>43-6000</b>	<b>Secretaries and Administrative Assistants</b>	<b>1,670</b>	<b>1,700</b>	<b>30</b>	<b>1.8%</b>	<b>35</b>
43-6011	Executive Secretaries and Administrative Assistants	320	350	30	9.4%	10
43-6012	Legal Secretaries	40	50	10	25.0%	0
43-6013	Medical Secretaries	60	70	10	16.7%	0
43-6014	Secretaries, Except Legal, Medical, and Executive	1,250	1,240	-10	-0.8%	25
<b>43-9000</b>	<b>Other Office and Administrative Support Workers</b>	<b>1,210</b>	<b>1,230</b>	<b>20</b>	<b>1.7%</b>	<b>35</b>
43-9011	Computer Operators	40	40	0	0.0%	0
43-9021	Data Entry Keyers	140	130	-10	-7.1%	5

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43-9022	Word Processors and Typists	110	70	-40	-36.4%	0
43-9041	Insurance Claims and Policy Processing Clerks	50	50	0	0.0%	0
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	30	30	0	0.0%	0
43-9061	Office Clerks, General	760	830	70	9.2%	25
43-9071	Office Machine Operators, Except Computer	50	50	0	0.0%	0
43-9999	Misc. Secretaries, Administrative Assistants, and Other Office Support Workers	30	30	0	0.0%	0